IBRI COLLEGE OF TECHNOLOGY

STUDENT PROJECT POLICY

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Contact	Head of QAD		
To be implemented by	IbriCT Staff		

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*Implementers and users of this policy/document are kindly requested to send comments and suggested revisions to the assigned contact person as part of the review process.

Version Control Table

A. Document development details and summary of revisions

Version	Author	Date (dd/mm/yyyy)	Summary of revisions	Contributed by
0.1	PMC, lbriCT	09/11/2016	Student project policy of ACT was circulated as the basis for developing new policy for IbriCT. Based on the comments and suggestions of staff, new policy was drafted.	HoDs/HoSs Staff
0.2	PMC, lbriCT	23/11/2016	Customised the project submission, approval, evaluation procedure applicable to all departments.	Project coordinators, HoDs and HoSs of Engg., BS and IT Departments
1.0	PMC, lbriCT	21/12/2017	Incorporated comments in the procedures given by all department staff.	All staff
1.1	QAD,IbriCT	13/05/2019	Revised the version control and summary tables.	PMC
2.0	QAD, IbriCT	03/06/2019	Final draft approved by the CC.	CC

B. Plagiarism verification

Version	Team/Committee /Person	Date (dd/mm/yyyy)	% of plagiarism	Signature
1.0	QAU	01/04/2017	11%	-
2.0				

C. Document proofread by

Version	Team/Committee /Person	Date (dd/mm/yyyy)	Language quality (Excellent, Good, Fair)	Signature
1.0	Ms. Sharon Ruth Deveneson, ELC	26/03/2017	Good	
2.0	Proofreading Team	15/05/2019		

Policy Title	Student Project Policy
Policy No.	06
Policy Outline	This policy aims is to encourage students & staff to come up with innovative ideas to write research proposals and to promote real-life projects to address the current needs of the industry.
Status	Active

1. Policy Title
Student Project Policy

2. Definitions and Abbreviations
There are no definitions or abbreviations that are specific to this policy.

3. Policy Statement

IbriCT is committed to maintain high academic standards in students' coursework projects through

appropriate support, supervision and assessment by its staff.

4. Purpose/Reasons

- To approve & monitor students' projects involving humans, animals, genetic considerations or other considerations such as environmental.
- To maintain appropriate academic standards in course work projects.
- To ensure that the students undertaking coursework projects are guided with appropriate supervision and resources.
- To have a consistent project assessment.

5. Scope
This policy is applicable to students involved in coursework projects, staff supervising/reviewing the coursework projects, members of Student Project Committee (SPC) and other teaching staff and technicians involved in assisting students in their coursework projects.

6. Procedures

1. The college has an active Student Project Committee (SPC) at the college level.

2. Academic departments have a Sub-SPC that is linked to reporting at the college level SPC

   (where and when required).

3. The project proposals will be prepared and submitted by students and staff, one semester in advance to the SPC, who will evaluate and approve/reject the proposals after review. All the approved proposals will be kept in a project bank.

4. List of approved proposals will be provided by the project coordinator to the student groups who have not submitted their own proposal.

5. The general procedures, roles and responsibilities are clearly specified in the proceeding pages of this policy.

6. The SPC will endorse the selected project proposals to the SPC Chairman and some of their proposals will be recommended for submission to The Research Council (TRC)[1] for funding. The supervisor and the student group will prepare the necessary requirements following the process and procedures of TRC.

7. A student who will take the project for the next semester is encouraged to start planning and selecting his/her project. Each group of students selects an area of interest related to their specialization. The topic need not be too complicated but creatively challenging to the students.

8. Each student in the group takes full responsibility and ownership of the process involved in the project. The students select their group leader who acts as the main contact with the supervisors, and coordinates on behalf of the group. The project coordinator, project supervisor and lab technician support the student groups during the course of completing the project. If the specification of specialization committee contradicts with assessment scheme, the department /center can follow the recommendations given by the specialization committee. The assessment of the final project shall be based on the components in *appendix 4.*

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[1]*https://home.trc.gov.om/tabid/532/language/en-US/Default.aspx*

General Procedures:

The activities involved in Student Project are followed as per the process flow in Appendix 1.

Procedures	Duration	Responsibility
List of students expected to register for project	Week 9 - Semester Previous Project Coordinator to Actual Registration	Project Coordinator
Project Proposals Submission	Week 10 - 12 Semester Previous to Actual Registration	Students/Staff
Project Proposal Approval	Week 10 - 12 Semester Previous to Actual Registration	SPC
Maintaining Project Bank	Week 10 - 12 Semester Previous to Actual Registration	Project Coordinator
Project topic selection and project team formation	Week 1 Semester in which Students the student registers	Students
Supervisor allocation	Week 1 Semester in which the student registers	Project coordinator
Project Orientation	Week 1 Semester in which the student registers	Project coordinator
Project Planning and proceeding through different stages of project until design	Week 2 - 4 Semester in the student registers	Supervisor/Students
Mid Review	Week 5 - 7 Semester in which the student registers	Students and Evaluation Panel
Project development and documentation	Week6-12 Semester in which the student registers	Students/Supervisor
Project Submission and Final assessment	Week 12 – 13 Semester in which the student registers	Evaluation Panel, External assessor if any; Students

7. Responsibilities

Student Project Committee:

1. Ensures the originality and creativity of the project proposals.
2. Appropriateness of project to the study level.
3. Feasibility of project in terms of availability of time, resources and technology.
4. Provides recommendations and suggestions for the project proposals.
5. Approves /rejects project proposals.

Project Coordinator:

1. Maintains the list of approved proposals from the SPC submitted by students and staff in the Project Bank as per the pre-result projections, so that sufficient proposals are available for student projects and updates Project Bank periodically.
2. Conducts course orientation on overall view of the project work within the first 2 weeks.
3. Coordinates with the staff and students upon approval of the proposals.
4. Forwards the needed resources/requirements to the head of department, in advance, for procurement.
5. Gets updates from the supervisors on student's project progress.
6. Assigns department mid-review evaluation panel to evaluate the progress of the project in the middle of the semester, during weeks 5 to week 7.
7. Arranges for students' presentation and demos.
8. Invites the same evaluation panel used during mid-review for final project presentations, to maintain consistency during final project assessment.
9. Prepares the assessment final sheet as per the assessment plan and marking scheme *(appendix 4).*
10. Collects the student marks from supervisor, mid-review evaluation panel and final review evaluation panel *(appendix 4).*

Students' role:

1. Prepare project proposal and submit to SPC.
2. Attend orientation about the course project.
3. Meet with group and select group leader. Select topic from approved list or prepare own proposal.
4. Seek advice and assistance from the Project Supervisor.
5. Submit the project assignment form to the coordinator *(appendix 3).*
6. Maintain timelines and documentation of completed tasks.
7. Complete all components of the Student Project:
   a. Approved Project Proposal from SPC.
   b. Final Project reports.
   c. Oral Presentation/Demo. Must incorporate technologies and relevant data into the presentation.

Project Supervisor:

1. Ensures that the project topic offered is feasible and manageable by students.
2. Ensures that the needed resources will be available for the intended project and communicated in advance to ETC and the concerned department.
3. Makes arrangements to monitor the students doing the project.
4. Provides suggestions and advice to students on all aspects of the topics and oral presentation.
5. Checks on progress of students at prescribed intervals.
6. Provides accurate and honest verification of the student's work.
7. Serves as a support to the students in all stages of the project process.
8. Reports any other needs, to the project coordinator.
9. Submits the marks of course work and documentation to the project coordinator *(appendix 4).*

Evaluation Panel:

1. Evaluates the project during mid-review and final review.
2. Submits mid-review and presentation marks to the project coordinator *(appendix 4)*

8. Related Documents
Al-Musanna Course Project Policy (a reference document for developing this policy)
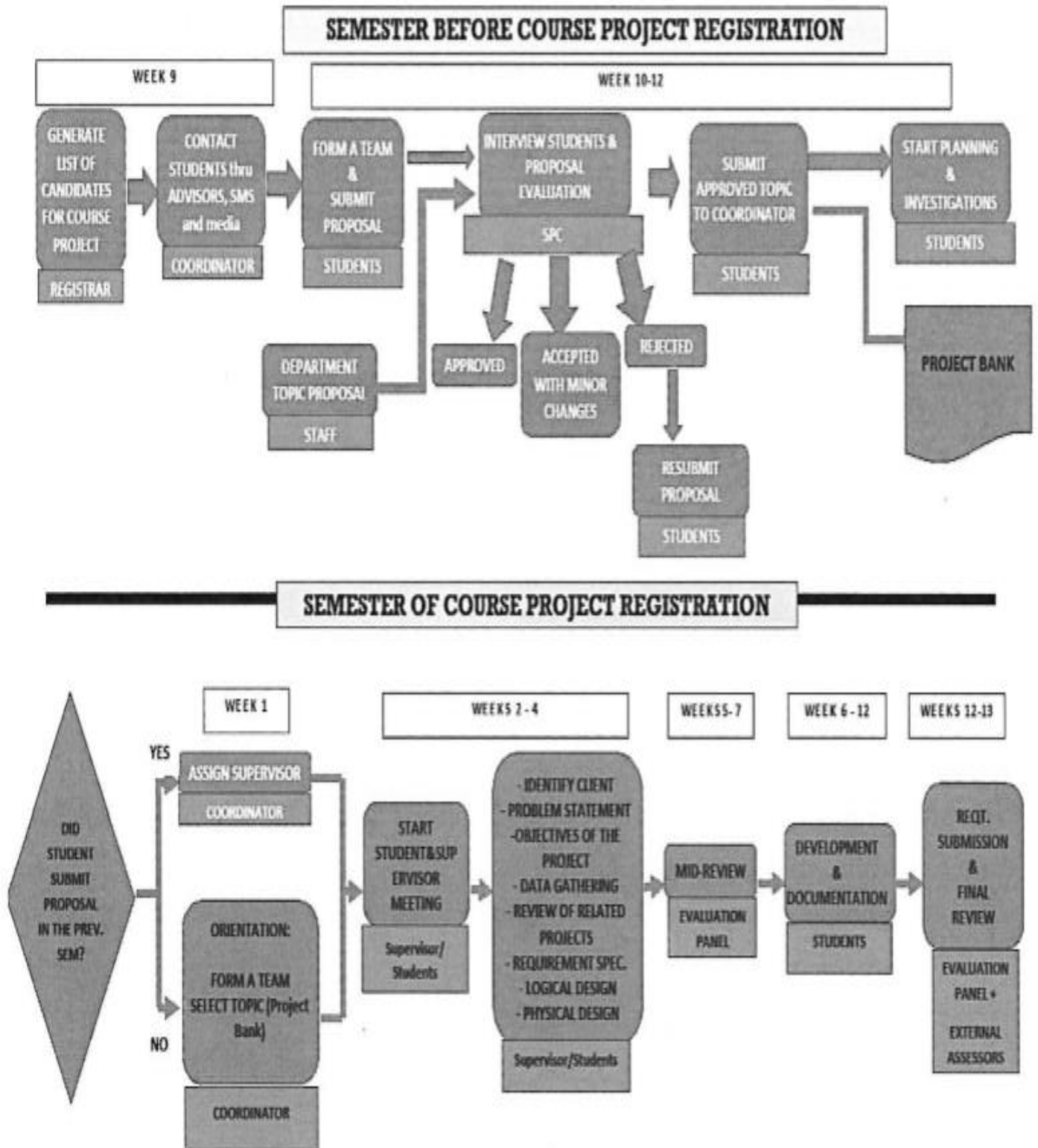Appendix 1 Process Flow
Appendix 2 Student/ Staff Project Proposal Form
Appendix 3 Project Assignment Form
Appendix 4 Assessment Plan & Marking Scheme

Appendices

Appendix 1 Process Flow:

SEMESTER BEFORE COURSE PROJECT REGISTRATION

WEEK 9	WEEK 10-12

GENERATE LIST OF CANDIDATES FOR COURSE PROJECT — REGISTRAR → **CONTACT STUDENTS thru ADVISORS, SMS and media** — COORDINATOR → **FORM A TEAM & SUBMIT PROPOSAL** — STUDENTS → **INTERVIEW STUDENTS & PROPOSAL EVALUATION** — SPC → **SUBMIT APPROVED TOPIC TO COORDINATOR** — STUDENTS → **START PLANNING & INVESTIGATIONS** — STUDENTS

DEPARTMENT TOPIC PROPOSAL — STAFF

APPROVED

ACCEPTED WITH MINOR CHANGES

REJECTED

RESUBMIT PROPOSAL — STUDENTS

PROJECT BANK

SEMESTER OF COURSE PROJECT REGISTRATION

	WEEK 1	WEEKS 2 - 4	WEEKS 5-7	WEEK 6 - 12	WEEKS 12-13

DID STUDENT SUBMIT PROPOSAL IN THE PREV. SEM?

YES → **ASSIGN SUPERVISOR** — COORDINATOR

NO → **ORIENTATION: FORM A TEAM SELECT TOPIC (Project Bank)** — COORDINATOR

→ **START STUDENT&SUPERVISOR MEETING** — Supervisor/Students

→ **- IDENTIFY CLIENT - PROBLEM STATEMENT -OBJECTIVES OF THE PROJECT - DATA GATHERING - REVIEW OF RELATED PROJECTS - REQUIREMENT SPEC. - LOGICAL DESIGN - PHYSICAL DESIGN** — Supervisor/Students

→ **MID-REVIEW** — EVALUATION PANEL

→ **DEVELOPMENT & DOCUMENTATION** — STUDENTS

→ **RECT. SUBMISSION & FINAL REVIEW** — EVALUATION PANEL + EXTERNAL ASSESSORS

Appendix 2

Ibri College of Technology
STUDENT/ STAFF PROJECT PROPOSAL FORM
(please attach sheet if more details)
Semester _____   Academic Year_____

Department:	☐ BS	☐ IT	☐ ENG	Project no. (by SPC)

Project Title:

Proposed by:	☐ Students		☐ Staff	

Area of Concentration and Brief Description:

Project Objectives and Significance : (What I hope to achieve)

Resources: (Things I plan to use to reach my goal)

Fill in below if proposed by students:

No	Student ID	Student Name	Department	Level	Specialization	Signature
1.						
2.						
3.						
4.						

Fill in below if proposed by staff:

Name of Staff Member	Signature with Date	Contact No & Ext No

Evaluation of Student/Staff Project Proposal by Student Project Committee:

CRITERIA:

☐ **Appropriateness of Project to the Study Level**

☐ **Originality.** The project <u>title and /or idea</u> is **not an exact copy** of an existing project or case study.

☐ **Duplication.** No other project has been done previously or similar proposal, with exactly the same title, scope, and idea <u>regardless of level and specialization</u>.

☐ **Feasibility.** The project is achievable in terms of Time, Availability of Resources and Technologies.

☐ **The project idea/title does not violate the Health & Safety, Cultural & Civil Rights of anyone.**

RESULTS:

☐ **Approved**

☐ **Accepted with Minor Changes**
  Suggestions:

☐ **Rejected**
  Rationale:

Student Project Committee (SPC) Members Name & Signature:

No	SPC Member Name	Signature with Date
1.		
2.		
3.		
4.		

Appendix 3

Ibri College of Technology
PROJECT ASSIGNMENT FORM

Semester _____   Academic Year_____

Department:	Project No:
Project Supervisor Name:	Level and specialization:

Student Names: (Write the Group Leader Name First)

S No	Student Id	Student Name	Mobile No	Signature
1.				
2.				
3.				
4.				

Project Title:	
Description:	
Resources Needed (if any):	

_____

Project Supervisor

Signature with Date

Appendix 4

Assessment Plan and Marketing Scheme

Marks for SUPERVISOR - Coursework - Documentation	30 %
Mid-Review (10 Supervisor + 10 Evaluation Panel)	20 %
Final Review (Evaluation Panel + External Assessor)	50 %
Total	**100 %**